

Governor's Office of Homeland Security



Fiscal Year 2008 Urban Area Security Initiative Nonprofit Security Grant Program

California Supplement Federal Program Guidance and Application Kit

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STATE OF CALIFORNIA

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Section 1 – Application Resources

Federal Program Guidance and Updates

The U.S. Department of Homeland Security (US DHS) published the *Fiscal Year (FY) 2008 Urban Area Security Initiative (UASI) Nonprofit Security Grant Program (NSGP), Program Guidance and Application Kit* on February 1, 2008.

The *Guidance and Application Kit* may be obtained at:

http://www.fema.gov/pdf/government/grant/uasi/fy08_uasi_guidance.pdf

Investment Justification Template

The template for Investment Justifications can be obtained at:

http://www.fema.gov/doc/government/grant/uasi/fy08_uasi_ij_template.doc

Press Release

The US DHS issued a Press Release announcing the *FY 2008 NSGP* on February 1, 2008.

The Press Release can be obtained at:

http://www.dhs.gov/xnews/releases/pr_1201882070387.shtm

Fact Sheet

The US DHS issued a Fact Sheet on the *FY 2008 NSGP* on February 1, 2008.

The Fact Sheet can be obtained at:

http://www.dhs.gov/xnews/releases/pr_1201882312614.shtm

Information Bulletins

The US DHS information bulletins which provide grant updates, information, clarification, and requirements throughout the life of the grant.

The US DHS Information Bulletins can be viewed at:

<http://www.ojp.usdoj.gov/odp/docs/bulletins.htm>

California Supplement

The *California Supplement* to the Federal Program Guidance is intended to complement, rather than replace, the federal guidance published by the US DHS National Preparedness Directorate. It is recommended that applicants read thoroughly the federal guidance before referring to the State Supplement. Funding availability, eligible applicants, allowable costs and other key information is described in the federal guidance and application kit.

Section 2 - Timeline

FY 2008 NSGP Subgrantee Timeline

US DHS announcement of FY 2008 NSGP	February 1, 2008
FY 2008 NSGP California Supplement release	February 20, 2008
First subgrantee Investment Justification workshop	March 11, 2008
Investment Justifications due from applicants	April 17, 2008
SAA/NSGP Project Prioritization Conference	April 21-23, 2008
SAA applications due	May 1, 2008
US DHS Award (no later than)	August 1, 2008*
Grant Performance Period Begins	August 1, 2008*
Successful subgrantee applications due to OHS	September 1, 2008*
Subgrantee performance period ends	May 1, 2010*
Final requests for reimbursement due	May 9, 2010*
SAA Performance Period Ends	August 1, 2010*

*** Date approximate depending on US DHS award date**

Section 3 – Overview

Funding Availability	The FY 2008 NSGP makes available \$15,000,000 nationwide. Funds are available to nonprofit organizations in all of the 60 FY 2008 Urban Areas Nationwide.
Maximum subgrant	Award amounts to nonprofits organizations shall not exceed \$75,000.
Match Requirement	The match requirement is 25 percent. The matching funds may be in the form of in-kind services. Match funds for training costs must be in cash. See the Code of Federal Relations, 44CFR13.24, regarding Matching or Cost Sharing.
Grant Performance Period	24 months from date of grant award to SAA.
Review /Evaluation Process	<p>The process for the review and evaluation of subgrants to nonprofit organizations will be a two phase risk based process. The process is competitive and no Urban Area or subgrant applicant is guaranteed funding. It is recommended that applicants contact their Regional Terrorism Threat Assessment Center at http://www.ohs.ca.gov/info_report.html for verifiable threat information.</p> <p>Phase one will be a prioritization of Investment Justifications submitted by nonprofit applicants prior to the SAA grant submission. The prioritization of subgrant applications will be accomplished in the SAA/NSGP prioritization conference.</p> <p>Phase two will consist of the final application evaluation by the US DHS. Final decisions will be transmitted from the US DHS to the SAA within 90 days of the SAA application due date.</p> <p>Final review and award determinations will be made by US DHS.</p>
Eligible Applicant	OHS is the SAA for California and is the eligible grant applicant in the FY 2008 NSGP process.
Eligible Subgrant Applicants	Eligibility is limited to nonprofit organizations (as described under section 501(c) (3) of the Internal Revenue Code of 1986 and exempt from tax under section 501 (a) of such code) that are at high risk of international terrorist attack and located within one of the FY 2008 Urban Areas.
Eligible Activities	Allowable costs are focused on target hardening activities , which can be accomplished through the purchase or installation of security equipment on real property or attendance of the nonprofit organizations security staff at security related training courses and programs.

Section 4 – Subgrant Application Process

Subgrant Investment Justifications	Eligible nonprofit organizations must submit Investment Justifications to the SAA by the due date as shown on the timeline on page six. Investment Justifications must be posted electronically to the Office for Domestic Preparedness (ODP) Secure Portal utilizing the Investment Template provided by the US DHS (found in Section 1).
Application Submittal	<p>Submit completed Investment Justifications to OPD Secure Portal at: https://odp.esportals.com/</p> <p>NOTE: New applicants must register with ODP before posting their Investment Justifications in order to receive a Login name and Password.</p> <p>Step 1: Register and/or Login to ODP Secure Portal</p> <p>Step 2: Click on ‘Library’ link</p> <p>Step 3: Click on ‘FY08 UASI Non Profit’ folder then click on ‘Investment Justifications’ folder.</p> <p>Step 4: Upload Investment Justification to ‘Investment Justification’ folder by Clicking on ‘Upload Document’.</p> <p>The SAA will submit the application for California via Grants.Gov by the application due date.</p>
Eligible Equipment Costs	Equipment costs are limited to only two categories from the FY 2008 Authorized Equipment List (AEL). Those categories are Physical Security Enhancement Equipment and Inspection and Screening Systems.
AEL and RKB Site	The equipment categories are listed on the web-based AEL on the Responder Knowledge Base, which is sponsored by US DHS at https://www.rkb.us
Allowable Training Costs	Allowable training-related costs under FY 2008 NSGP are limited to attendance fees for the training, and related expenses, such as materials, supplies, and/or equipment. No personnel costs, such as overtime and backfill costs, associated with attending the training courses are allowable. Travel costs are also not eligible.
Allowable Training Topics	Allowable training topics are limited to the protection of Critical Infrastructure and Key Resources including physical and cyber security, target hardening, and terrorism awareness/employee preparedness.
Matching funds for Training	The 25 percent match for training must be in cash.

Section 5- Post DHS Award - Subgrant Applications

Subgrant Application Components

Successful applicants will be required to submit subgrant application to the SAA prior to final award of grant funds.

A completed application will include all of the following components.

- **Completed OHS Financial Management Forms Workbook V 1.07**
 - Submitted electronically to the ODP Secure Portal

Application Cover Sheet
Grant Management Roster
Project Ledger
Project Description
Equipment Inventory Ledger
Training Roster
Authorized Agent form with appropriate signatures

- **Governing Body Resolution – Mailed**
- **Signature Authority - Mailed**
- **Signed Original Grant Assurances – Mailed**
 - Available only in PDF format on the OHS website

The **Financial Management Forms Workbook V 1.07** can be found at <http://www.ohs.ca.gov/grantsinfo2007.html>

Subgrant Application Approval

The subgrantee will receive written notice of OHS approval of the subgrant application.

Post Award Modifications

Post award budget, scope and time modifications must be requested using the **OHS Financial Management Forms Workbook V 1.07**, by the subgrantee's Authorized Agent, and submitted to the subgrantee's Program Representative in the Grant Administration Unit of OHS. Upon approval the subgrantee will be instructed to make the required changes in the National Preparedness Directorate's Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov> .

The subgrantee may implement the modifications, and incur associated expenses, **after** receiving **written final approval** of the modification from OHS.

NOTE: Modifications can be requested once per quarter during the grant performance period. Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

**Subgrantee
Performance
Reports**

Subgrantees must prepare and submit performance reports to OHS for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed. Subgrantees must complete a Biannual Strategy Implementation Report using the GRT, and will also be required to submit additional information and data requested by OHS.

**Monitoring
Subgrantee
Performance**

OHS is currently conducting a program of subgrantee monitoring. The monitoring will be conducted on the subgrantees administrative, programmatic and fiscal management of the grant(s).

These reviews may include, but are not limited to:

- Eligibility of expenditures
- Comparing actual subgrantee activities to those approved in the subgrant application and subsequent modifications, if any.
- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
 - Grant Assurances.
 - Information provided on performance reports and payment requests.
 - Needs and threat assessments and strategies.

Suspension or Termination OHS may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.
- Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.

Before taking action, OHS will provide the subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

Closeout OHS will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information; and
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- Is owed additional funds, OHS will send the final payment automatically to the subgrantee.
- Did not use all funds received, OHS will issue an Invoice or Grant Modification letter to recover unused funds.

In the **Grant Closeout letter**, OHS will notify the subgrantee of the start of the record retention period for all programmatic and financial grant related records.

NOTE: Failure to maintain all grant records for the required retention period could result in a reduction of eligible grant activities, and an invoice to return costs associated with the unsupported activities.

**Payment
Request
Process**

To request reimbursement payment of FY 2008 NSGP funds, complete a payment request form using the OHS Financial Management Forms Workbook and return it to the appropriate Program Representative in the Grant Administration Unit at OHS.

OHS Financial Management Forms Workbook V 1.07

<http://www.ohs.ca.gov/grantsinfo2007.html>

NOTE: Payments can only be made if the subgrantee has an approved application, valid Governing Body Resolution and valid Grant Assurance form.

**Financial
Management
and Reporting
Workshops**

OHS conducts regular workshops on grants management, financial management and grant reporting. Please contact your OHS Program Representative for more information.